

Michigan Department of Civil Service
BUREAU OF HUMAN RESOURCE SERVICES
400 South Pine Street, P.O. Box 30002
Lansing, Michigan 48909

REQUEST FOR CREDENTIAL REVIEW

This form is to be completed by the appointing authority and sent to the Department of Civil Service, Bureau of Human Resource Services, to determine an applicant's qualifications for classifications that are not preauthorized for agency credential review OR for consultation on agency preauthorized classification credential reviews. AN APPLICATION OR RESUME AND ALL APPLICABLE DOCUMENTS (E.G., TRANSCRIPTS, LICENSES, ETC.) MUST BE ATTACHED WITH THE SUBMISSION OF THIS FORM. The Bureau of Human Resource Services will determine if an applicant does or does not possess the minimum qualifications.

AGENCY (PROCESS LEVEL)		DATE
CONTACT PERSON		TELEPHONE NUMBER
CLASSIFICATION TO BE REVIEWED		SUBCLASS CODE(S), IF ANY
APPLICANT'S NAME	APPLICANT ID NUMBER	FOR CIVIL SERVICE USE ONLY
1.		<input type="checkbox"/> INCOMPLETE/NO ACTION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED
CIVIL SERVICE COMMENTS		
2.		<input type="checkbox"/> INCOMPLETE/NO ACTION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED
CIVIL SERVICE COMMENTS		
3.		<input type="checkbox"/> INCOMPLETE/NO ACTION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED
CIVIL SERVICE COMMENTS		
4.		<input type="checkbox"/> INCOMPLETE/NO ACTION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED
CIVIL SERVICE COMMENTS		
5.		<input type="checkbox"/> INCOMPLETE/NO ACTION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED
CIVIL SERVICE COMMENTS		
6.		<input type="checkbox"/> INCOMPLETE/NO ACTION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED
CIVIL SERVICE COMMENTS		
7.		<input type="checkbox"/> INCOMPLETE/NO ACTION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED
CIVIL SERVICE COMMENTS		
8.		<input type="checkbox"/> INCOMPLETE/NO ACTION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED
CIVIL SERVICE COMMENTS		
CIVIL SERVICE SIGNATURE		DATE

AGENCY REQUEST FOR BUREAU OF HUMAN RESOURCES CREDENTIAL REVIEW

Reference: *Civil Service Regulation 3.04, Selection of Employees for Position Vacancies from an Agency-Created Applicant Pool.*

Responsibility

Appointing Authority

Action

1. Receives résumés and applications.
2. Screens résumés and applications to a manageable candidate pool by reviewing credentials, in accordance with Civil Service Regulation 3.04.
3. Determines which applications and résumés require Department of Civil Service's review. Examples include:
 - a. The classification is not preauthorized to the agency for credential review.
 - b. For consideration of other combinations of education and experience.
 - c. To review working-out-of-class experience credit.
 - d. The candidate is not a state employee.
 - e. Agency is requesting credential review consultation.
4. Completes the Request for Credential Review (CS-153) form.
5. Submits documents to the Department of Civil Service, Bureau of Human Resource Services, agency liaison.
6. Conducts credential reviews and completes the CS-153 form.

Department of Civil Service

NOTE: Reviews can be conducted on-site with the agency staff.

7. Issues decision(s), enters in the applicant log, and releases the CS-153.

Appointing Authority

8. Receives CS-153 and conducts remaining selection process. Retains documents in accordance with Civil Service Regulation 3.04.